

**Application**  
**Loss Mitigation Grant Program**  
**Risk Management & Tort Defense Division**  
Department of Administration

**Purpose & General Provisions:**

Effective July 1, 2008, the Risk Management & Tort Defense Division (RMTD) offers loss mitigation grants to state agencies and universities for projects, equipment, or training that reduce the likelihood of insured auto, aviation, liability, and property claims. Such funds may be awarded only if the state agency or university cannot fund the project through its own budget.

**Requirements & Documentation:**

Your agency must complete the following steps to be eligible for loss mitigation grants:

- 1) Sign and return this application form to John Duezabou at RMTD with an explanation of the project and the amount requested.
- 2) By signing this form, the agency attests that it does not have sufficient funds to complete the project on its own.

If funding is approved, the agency must:

- 1) Submit an estimate to RMTD for approval before the loss mitigation measure(s) commence.
- 2) For payment before fiscal year end, send invoices to RMTD **no later than June 1<sup>st</sup>**. RMTD will not transfer funds to state agencies/universities, but will pay contractor and supplier invoices directly.

**RMTD Responsibilities:**

- 1) Review grant applications.
- 2) Notify agency representatives whether grant application is approved or denied within 90 days. If approved, RMTD will establish the amount of the grant. Funds must be spent within the fiscal year approved unless other arrangements are made with RMTD. Note: Approval of grants is subject to availability of funding.
- 3) Pay invoices from suppliers.

Contact John Duezabou, RMTD, at 444-0195 for additional information.

<b>~ Application ~</b>		
<div style="text-align: right; margin-bottom: 5px;">_____ hereby applies for special project funds under RMTD's</div> <div style="text-align: center; margin-bottom: 5px;"><i>(Organization)</i></div> <div style="margin-bottom: 10px;">Loss Mitigation Grants Program.</div> <div style="margin-bottom: 10px;">Explanation of project and amount requested (attach additional pages or supporting documents as needed):</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 30%; border-bottom: 1px solid black; height: 15px;"></div><div style="width: 35%; border-bottom: 1px solid black; height: 15px;"></div><div style="width: 30%; border-bottom: 1px solid black; height: 15px;"></div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 30%;"><i>(Agency funds available)</i></div><div style="width: 35%;"><i>(Signature)</i></div><div style="width: 30%;"><i>(Date)</i></div></div>		

☐ **Application approved not to exceed \$\_\_\_\_\_**

☐ **Application disapproved**

**Comments:**